

# ESA Teacher of the Year Guidelines

## Due By      ESA Responsibilities

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- March 15**      Each ESA should strongly urge each of their school districts to hold a search for their own District TOY.
- May 15**      Each ESA should ensure that each district has given its District TOY the ESA Regional Teacher of the Year Nomination Form. (The form must be completed by the District TOY and returned to the ESA.)
- June 1**      Each ESA should ensure that it has received all ESA Regional Teacher of the Year Nomination Forms.  
Each ESA should review the ESA Regional TOY nominations it receives for completeness.
- June 14**      Each ESA should put together a selection committee of 3-5 people to select the ESA Regional TOY. The selection committee can be made up of board members, business members, school staff, parents, educational association members, etc. The committee should use the "ESA Regional TOY Scoring Form" to determine the ESA Regional TOY. (The identity of the ESA Regional TOY should be kept a secret from all but the ESA Regional TOY.)
- June 16**      Each ESA should have its ESA Regional TOY complete the **2008** South Dakota Teacher of the Year Application and send it to the Dept. of Education.
- Each ESA should notify the State TOY coordinator of the identity of their ESA Regional TOY. (The Dept. of Education will send out a state-wide announcement about the identities of all of the ESA Regional TOYs.)
- July 1**      Each ESA should ensure that the ESA Regional TOY has sent the completed **2008** South Dakota Teacher of the Year Application packet to: Teacher of the Year Program, Department of Education, 700 Governors Dr, Pierre, SD 57501.

All required forms are available online at  
<http://www.doe.sd.gov/oatq/distinguishededucators/TOY/index.asp>.

**NOTE:** Each ESA will need to enter its ESA information in the appropriate places on the "ESA Regional Teacher of the Year Nomination Form" before sending out the form. For additional information contact **Lanette Johnston** by email at [lanette.johnston@state.sd.us](mailto:lanette.johnston@state.sd.us) or by phone at **605-773-8415**.